

FRANKLIN COUNTY PUBLIC FACILITIES MANAGEMENT

MARIANNE BARNHART, DIRECTOR

373 S. HIGH STREET COLUMBUS, OH 43215

PERMIT TO USE FRANKLIN COUNTY GROUNDS/BUILDINGS

COMMON RULES FOR ALL COUNTY PROPERTIES

1. The following types of events cannot be scheduled: any partisan political activity; depositions by private agencies or firms; weddings or wedding receptions; bar mitzvahs, baptisms, anniversaries, and similar events. No cost of admission will be charged nor will any solicitations be made for events held in County Buildings or Grounds. All requests for use of County Facilities and Grounds **must** be submitted in writing to the Director of Public Facilities Management or this designated representative for approval.
2. The agency or group shall designate a contact person who shall have responsibility for the scheduled event. The full name, address and daytime telephone number of the contact person must be provided to Public Facilities Management.
3. Equipment required for the event must be discussed by the contact person at least two (2) days prior to the scheduled event.
4. The user organization shall not permit any act inconsistent with or in violation of local, state or federal laws (i.e., fire, firearms, fireworks etc.).
5. An optional bond may be required based upon the nature of the event. The bond amount will be determined by the Board of Franklin County Commissioners to protect the property from damage incurred during the organization's use of County grounds. Franklin County has the discretion to waive this bond requirement.
6. The user organization shall maintain the grounds and facilities in a reasonable manner during the term of this permit, keeping them clean, sanitary and free of debris. After termination of this permit, Franklin County areas shall be restored to the same conditions as prior to the event.
7. If Franklin County maintenance/security services are to be used, charges of labor and equipment will be assessed to the user organization.
8. Vehicles/structures: No equipment, apparatus, machine or vehicle is permitted on Franklin County buildings or grounds without the prior written permission of Franklin County.
9. Signs, Banners, Flags: The use of stickers or labels cellophane pressure sensitive tape, screws, nails, sticks, poles or any other mounting techniques for displaying signs, banners or flags which adversely affects the structural or decorative condition of the Franklin County buildings or any permanent structure on the premises are prohibited. Nothing is to be placed on the sculptures that are on County grounds.
10. Food/Beverages: No food, beverages or merchandise shall be sold or dispensed on Franklin County grounds without the express written consent of Franklin County. No alcoholic beverages

are permitted on Franklin County grounds or in Franklin County buildings. No transient vendors are permitted to use the Franklin County facilities. Food and beverage dispensing shall be in accordance with all local, state and federal laws.

11. Liability: The user organization shall indemnify and hold harmless the County of Franklin and the Board of County Commissioners and their employees against any and all claims, demands, actions or causes of actions, together with any and all losses, costs or related expenses asserted by any persons or persons for bodily injury, death or property damages resulting from or arising out of this permitted use of Franklin County property.
12. Repeated violations of any of the above rules will result in future use of Franklin County properties.

RULES FOR OUTSIDE AND LOBBY AREAS

1. Supplemental Accommodation: Supplemental accommodations such as electricity may be provided by Franklin County, if requested in writing at least ten (10) days prior to the event. There is a \$5.00 charge for electrical hook-up. Please make your check payable to the Board of Franklin County Commissioners and submit to the Public Facilities Management Department at least five (5) days prior to the event.
2. Interference: Use of Franklin County facilities shall only be done in a manner so as not to interfere or compete with normal Franklin County business operations. During normal working days, the hours of public activities shall be held, to the maximum extent possible, during lunch hours (from 11:00 am until 1:00 pm) or after 4:30 pm.
3. Sound equipment: Use of sound projection equipment shall be in compliance with local noise ordinance and used in a manner so as not to interfere with Franklin county government business proceedings or other activities being conducted on Franklin County grounds. Franklin County will not provide any sound equipment.

RULES FOR COURTHOUSE MEETING ROOMS

The following rules are in effect for all persons/groups concerning the use of **A and B Meeting Rooms/The Press Room** in the Franklin County Courthouse and **East, West and South Rooms** in Memorial Hall.

1. Due to the City of Columbus fire/building regulations, the maximum number of persons permitted in the meeting rooms are as follows:

A MEETING ROOM	- 250 people
B MEETING ROOM	- 40 people
PRESS ROOM	- 40 people
EAST MEETING ROOM	- 40 people
WEST MEETING ROOM	- 80 people
SOUTH MEETING ROOM	- 25 people

2. No alcoholic beverages of any type are permitted in the Franklin County Courthouse.
3. The Franklin County Facilities are non-smoking facilities. Therefore, no smoking will be permitted by those attending an event scheduled by an agency or group.
4. The agency or group, contact person and Public Facilities Management's representative must examine the specific room, equipment and area at least thirty (30) minutes prior to the scheduled starting time. This review of the room and equipment by both parties is to focus on the condition of the room/equipment area. Any observed damage is to be noted in order to avoid any confusion after the event when both parties are to re-examine the

room and equipment.

5. The agency or group is responsible for all damage to walls, carpet, furniture and equipment that occurs during the period of use. This includes spills on carpet and chairs.
6. The user group is responsible for the cost of correcting all breakage, damages and stains that occur during the period of use to the satisfaction of Public Facilities Management.
7. Non-profit organizations may charge attendees a fee in order to recover expenses incurred for the event. This charge must be for refreshments only and may not exceed \$10.00 per person.

No fees charged should include speaker costs, cost for materials, awards, etc.

8. The hours of the Franklin County Courthouse are 6:00 a.m. to 5:00 p.m. Anyone attending a scheduled event that will end after 5:00 p.m. is subject to all Franklin County Security regulations, including screening through the metal detectors.
9. No food or drink permitted in meeting Room A (Auditorium) or in the alcove in front of the Auditorium.